PTO MANAGER TRAINING

Date: September 1, 2009

Time: 10 a.m. – Noon

Place: Education Services Center, Computer Lab, Room 168

5776 South Crocker Street

Littleton, CO 80120

Instructors: Hollie Krell, Sandburg Elementary

Online via a GoTo Meeting- Mike Schoen, PTO Today

Hollie and Mike will be training on the following and answering the many questions you may have concerning PTO Manager:

* How to use events features to organize volunteers
* Automatic Email reminders
* Email to groups of interested volunteers
* Making use of the Comment field
* Volunteer Hours Reports and more…..

*PTO Today* has videos and helpful training tools at: PTOtoday.com/manager-training.com

If you are new to PTO manager you can go to their website and download a free trial.

**Reservations are necessary for the training** - You may register at: [www.littletonpublicschools.net](http://www.littletonpublicschools.net) / District Information/Get Involved/Workshops/PTO Manager Training.

Barbara Brunt, CVA

[bbrunt@lps.k12.co.us](mailto:bbrunt@lps.k12.co.us)

303-347-3414